





Please note:

- x Only tuition, not fees, is subject to refund. The refund policy is available on the website of Office of Student Finance at www.yu.edu/osf.
- x Regulations apply to the proportional period in a summer session.
- x Prior to the date when permission to drop a course is required, the student must remember to drop the course online. If a student stops attending but does not withdraw officially, a G grade is assigned by the instructor.
- x If permission is granted to withdraw from a course after the last date to withdraw without permission and without a “W”, the course is listed on the permanent record with a grade of “W”.
- x Withdrawals that change a student’s full-time status may affect other areas such as financial aid, University Housing, and visa status. Please check with the appropriate offices for guidance.

* Laboratory courses may not be added after the first week of the semester.

EXAMINATIONS

All students must take in-class examinations as scheduled. A student who misses an in-class exam during the semester due to illness or an equally compelling cause must consult with the instructor.

Final exams are administered and supervised by the Office of the Dean through the Director of Examinations. A final examination may be postponed only on account of illness or some equally compelling emergency that causes absence at the time of the examination. Under these conditions, the student must notify the Director of Examinations immediately and must subsequently submit a request for a makeup final exam, along with a physician’s note, if applicable.

Once a student has started a final exam, no reexamination may be given. No excuse—whether illness, lack of preparation, or any other reason—will be accepted as grounds for a retest or an additional test or assignment.

If a student arrives late at any examination and has no valid excuse for the lateness, she takes the test in the remainder of the allotted time.

Cheating on an examination will subject the offender to disciplinary action, including possible expulsion from the university. See the *Academic Integrity Statement* at <http://www.yu.edu/Advising/Stern-Academic-Advising/>

GRADES

Students may access their grades at www.yu.edu/myyu.

A, A-	Excellent
-------	-----------

B+, B, B-



C+, C, C-	Fair
D+, D, D-	Poor
F	Failure
N	No credit
P	Pass

Administrative Grades

G	Stopped attending without filing an official withdrawal form (counted as failure)
I	Incomplete
L	Audit (no credit)
W	Withdrawal without penalty or prejudice

P is used for independent.72 re 0.831 0.816 0.784 scn 180.72 46 89.16 8.n 88.56 4 46 89.16 8.n 88.5



Yeshiva University
Undergraduate Catalog for Women 2016-2018

An SSSB student must achieve a C- or better in all Business Core, major and minor courses. A course may not be taken if the student has received below a C- in the prerequisite course. The student must repeat this course or an acceptable substitution. All grades remain on the record and count



Yeshiva University
Undergraduate Catalog for Women 2016-2018

2. All Jewish Studies grades listed on the SCW transcript, including individual grades in CORE courses, are entered into the Jewish Studies GPA.
3. The student with the highest GPA is designated valedictorian provided she has completed a minimum of 50 JS credits (with Core course credits counted
compl.0dits t wi01(77(MCID 8 >>BDC -0.002 Tc 0.043 -0.002 w 02826 0 T09.598((T)-(3.)Tj 0 Tc



Probation serves as a



Yeshiva University
Undergraduate Catalog for Women 2016-2018



written exam, he/she will receive an “F” in the course and may be dismissed from Yeshiva University.

Appeal

Within ten days of receipt of the Dean’s letter, the student may file an appeal by submitting it in writing to the Provost of Yeshiva University. No appeal will be considered if received after the ten-day deadline. The Provost will consider the merits of the appeal and will consult with the Chair of the Academic Integrity Committee. The Provost may interview the student, but will not conduct a new hearing. The standard for review will be whether the student received appropriate notice and had an opportunity to be heard (i.e. whether there was a fair hearing), and whether the school followed its procedures. The Provost may designate the Dean of one of the graduate or professional schools of Yeshiva University to hear the appeal. The student will receive notice of the decision in writing in a timely fashion, but no later than three weeks from the receipt of the appeal.



- d. Assignment contains passages that were cut and pasted from an Internet source, without acknowledgement of the source.
2. **Misuse of Sources** is the unintentional misappropriation of the language, ideas, and work of others due to a lack of understanding of the conventions of citation and documentation, including paraphrasing, quoting, and the parameters of common knowledge.

Students are responsible for knowing how to quote from, paraphrase, summarize, and cite sources correctly. However, when a student has attempted to acknowledge a source but has not done so fully or completely, the instructor, perhaps in consultation with other faculty, administrators, or an academic integrity panel, may determine that the issue is Misuse of Sources or bad writing, rather than Intentional Misrepresentation.³

Penalties and Procedures

For Misuse of Sources

If a faculty member determines that a student unintentionally misused sources on an



Yeshiva University
Undergraduate Catalog for Women 2016-2018





The required procedure is as follows:

- x During the regular registration period for the semester in which the student plans to do the work, the student must submit an Application for Independent Study Form. This form provides space for a description of the project and for the faculty sponsor to list required examinations and papers, and describe the nature of the direct supervision of the student.
- x The appropriate dean considers each application and must approve it before work begins. If the project is carried on outside the university, the student must submit to the faculty sponsor, upon completion of the project, a final report accompanied by a letter of evaluation from the student's immediate supervisor.
- x Independent study is listed on the student's record as "(Subject) 4901" (second term is 4902, etc.) and is graded on a P/N basis.

INDEPENDENT STUDY – Sy Syms School of Business

An *Independent Study* at SSSB is a course taken with faculty supervision for knowledge enhancement beyond the courses offered in a particular area of interest. It is an academic, research-based project which complements carefully designed programs of study.

Independent Study for credit may be done under the following conditions:

- x The student must be a senior.
- x A minimum cumulative average of 3.300 is required.
- x An *Independent Study* may count as an elective for an SSSB major.
- x Students earn three (3) credits and a letter grade fe fs.BDC /C2_0 1 Tf 26(w 5. 9.96 90 3/1. 9.96 Td<



Yeshiva University

Undergraduate Catalog for v8t<6(o-1(m3(a)-1(n)1(D8573.6 oQ q 90.6



COURSES AT OUTSIDE INSTITUTIONS

To take courses at another institution, students must fill out the appropriate Request for Outside Course Form, available in the Office of the Registrar and online at www.yu.edu/registrar. Approval is required before the course begins. Upon conclusion of the course, the student should request the outside institution to forward an official transcript to the SCW/SSSB registrar.

The number of credits that may be earned during any summer session follows the regulations of the New York State Education Department. They are indicated on the Request Form.

Courses taken at other universities/colleges will be evaluated for transfer credit. Only courses with grades of C or higher are transferrable. Whether taken before or after admission to Yeshiva University, such courses appear on the student's record with credit value only. Grades earned elsewhere are not entered on the records of Yeshiva University, except in specified programs. Courses taken at universities outside of the U.S., Canada and Israel, must be evaluated by WES.

Information regarding the college's online course policy is available at:

<https://www.yu.edu/Advising/Stern-Academic-Advising/faq/#faq13>.

STUDY ABROAD

Yeshiva University believes in the value of study abroad. Many Yeshiva University students are particularly interested in studying in Israel. Information about the S. Daniel Abraham Israel Program is available in the Office of Admissions or online at <http://www.yu.edu/Israel-Program/>.



the State University of New York at Stony Brook College of Engineering and Applied Sciences. Further information about these programs, including an Articulation Agreement with NYU in Nutrition, is available in the Academic Advisement Center.

GRADUATE COURSES

Seniors not participating in a joint degree program may be permitted to take graduate courses at YU for undergraduate credit. The Undergraduate Request for Permission to take a Graduate Course Form, available in the Office of the Registrar and at www.yu.edu/registrar, gives full information on obtaining approvals for such courses. Graduate credit will not be granted retroactively, even if the graduate course is not needed to fulfill requirements for the undergraduate degree.

LEAVES OF ABSENCE

Prior to the start of a semester students who intend to absent themselves from the university for a semester or two and then return must file a Leave of Absence Form. If they do not obtain such a leave, readmission may be denied.

Leaves of absence are granted for a maximum of two semesters. Students planning to attend another institution to transfer courses back to YU should file the Request for Outside Course Form prior to enrollment in the other institution.

Students enrolled in combined degree programs at institutions outside Yeshiva University, and who are not registered for any courses at Yeshiva University, must file a Request for Maintenance of Matriculation Form to maintain matriculation at Yeshiva University until their degree requirements are completed.

All forms are available at www.yu.edu/registrar

WITHDRAWAL FROM THE UNIVERSITY

A student withdrawing from the university must meet with an Academic Advisor prior to filing a Request for Withdrawal Form.

RECORDS AND TRANSCRIPTS

Students may generate unofficial transcripts at no cost in the Office of the Registrar or online at www.yu.edu/myyu. Current or former students who want official transcripts should visit www.yu.edu/transcript. The site includes information about fees, regulations, and procedures governing the issuance of official transcripts.

A transcript is not issued without the student's written request, except to the person(s) or agency upon whom the student is financially dependent, or as provided by law. The issuance of transcripts, and generally the release of any information about a student, is subject to the provisions of the federal Family Educational Rights and Privacy Act of 1974. Yeshiva University has adopted regulations to implement the act. A copy of



x **Transcript** An unabridged copy of the student's record, certified by the Office of the Registrar.

PRIVACY

In accordance with the provisions of the Family Educational Rights and Privacy Act of 1974, as amended (Section 438 of the General Educational Provisions Act, 20 USC 1232g), also known as "FERPA," Yeshiva University has adopted certain policies to protect the privacy rights of its students with respect to their education records. FERPA affords students certain rights of access to their education records. FERPA also limits the persons to whom the university may disclose a student's education records and permits certain disclosure without the student's written permission. Please visit the Office of the Registrar or its Web site at www.yu.edu/registrar to obtain the Yeshiva University FERPA Policy Statement.